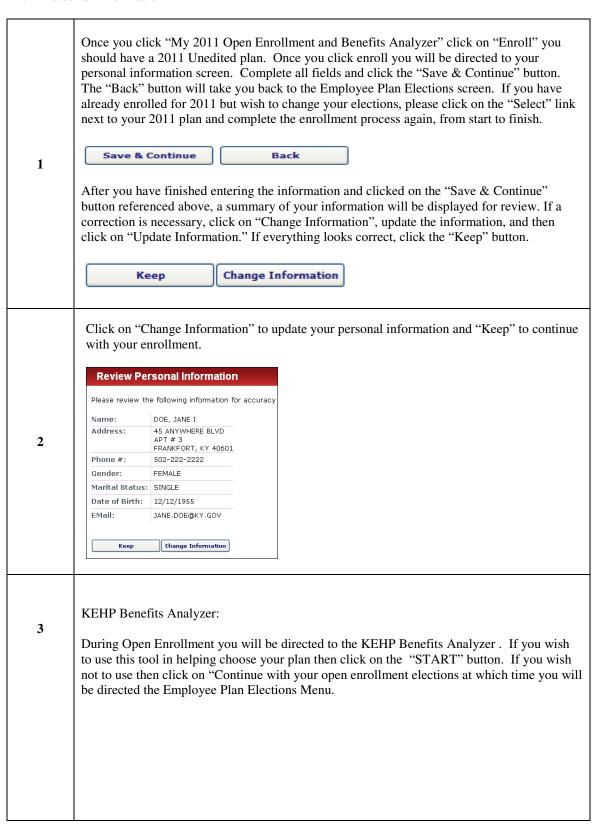
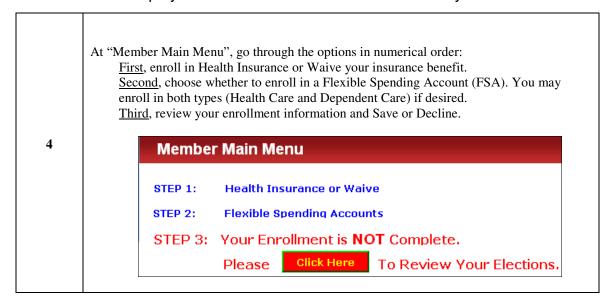
#### A. Logging In

Have your Employee ID and Web Enrollment Password ready. **OPEN ENROLLMENT:** Existing Employees: Before Open Enrollment, your Employee ID and Password will be mailed to your home through separate mailings. If you have not received your Employee ID and/or Password before the Open Enrollment period, contact the KEHP ID # Hotline at 1-877-741-7017 (outside Frankfort) or 502-564-6534 (within Frankfort area); or, your employer's Insurance Coordinator. After obtaining your Employee ID and Password, log onto the internet. 1 New Employees: Obtain both your Employee ID and Web Enrollment Password from your Insurance Coordinator and log onto the internet. Depending on your benefit effective date, you may need to go through the enrollment process for each plan year affected (the current year and the upcoming plan year). **DURING THE PLAN YEAR:** New Employees enrolling for the first time: Obtain both your Employee ID and Web Enrollment Password from your Insurance Coordinator and log onto the internet. **Note:** You may use a home computer or a public computer when logging in. Go to www.KEHP.ky.gov. To enlarge the page so the login screen fills your entire screen, click on the middle button located on the top right side of your screen. It should look like this: 2 From the KEHP home page, on the left side click on "2011 Open Enrollment" for KEHP Health Plan information. The 2011 page will be displayed with many options available. The top option is "Click HERE to enroll" and you will be directed to the KEHP Online Access web enrollment system. Enter your Employee ID and your Web Enrollment password, then click the "Login" button. These two (2) pieces of information allow you secure and private access to the program and also ensure no other person can log in and access your account. Employee ID: Password: 3 Login Exit During Open Enrollment, please contact the KEHP ID # Hotline at 1-877-741-7017 for a password re-set. You may also call the ID # Hotline to get your EmpID & Password if you have lost your information. Review the instructions on the Welcome page, then click the "Continue" button at the bottom 4 of the screen. If you are unable to see the "Continue" button, scroll down to the bottom of the screen using your arrow keys or the scroll bar on the right side of the screen.



#### B. Personal Information





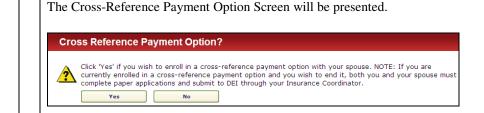
#### C. Selecting a Health Insurance Plan or Waiving your Insurance

Click on "Health Insurance or Waive" on the main menu. This will bring you to the next step in the process.

1. Health Insurance or Waive

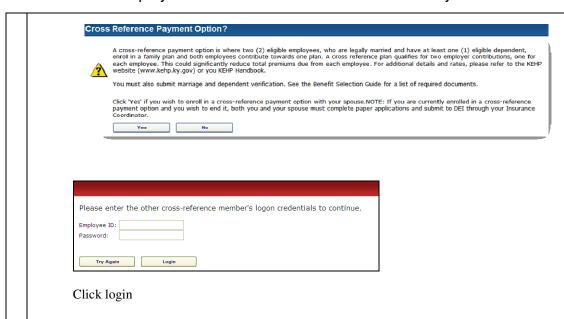
1

**D.** Cross-Reference Payment Option Instructions – If you do not wish to Cross-Reference, click "No" and go on to step 3.



Please read the information and choose accordingly. For details about cross-referencing, please refer to page 24 of the 2011 Benefits Selection Guide.

- If you are a new employee and wish to begin a cross-reference payment option, click the "Yes" button. Your spouse will need to complete a paper application and there is nothing further for you to do. Your web enrollment session is complete.
- If you do not wish to begin a cross-reference payment option, click the "No" button and proceed with your enrollment session (and go on to step 3).
- If you are enrolling for Open Enrollment and wish to start a cross-reference plan, you may click the "Yes" button and proceed with your enrollment session. You will need your spouse's Employee ID and password to continue..



Click Continue.

Hire Date: MM/DD/YYYY

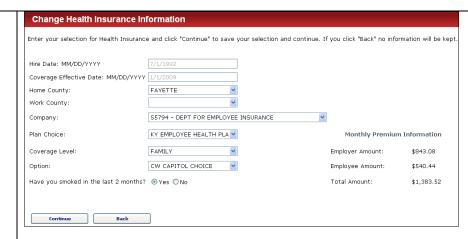
Coverage Date: MM/DD/YYYY

Employee Sign Date: MM/DD/YYYY 10/12/2007
Coordinator Sign Date: MM/DD/YYYY 10/12/2007



If you choose to Waive, Go to step 4 below. If you choose to elect coverage, continue with step 2.

- Fill in the requested information with your insurance elections. The premium information will be displayed on the right side of the screen.
- When you are satisfied with your elections, click the "Continue" button.
- If you are not satisfied with your elections press "Cancel" and you will be returned to the "Member Main Menu". You may begin the enrollment process again.



• If you had existing dependents, you will be directed to the "Review Dependent Information" screen. From there, you may click on the "Change" button to update the dependents or click on the "Keep" button to keep all information shown and move on to the next section

# **Review Dependent Information**



- If your dependents need to be updated and you clicked on the "Change" button, you will be directed to the "Change Dependent Information" screen. A list of your dependents will be presented on the top portion of the screen for your review.
- To delete a dependent, click on the "Delete" link shown next to that dependent.
- To edit a dependent, click on the "Edit" link shown next to that dependent. (see below)



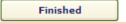
- If you did not previously have dependents on your plan, you will be directed to the "Change Dependent Information" screen.
- To add a dependent, click the "Add Dependent" button in the middle of the screen, then scroll down and complete the appropriate information for each dependent you wish to add.

Add Dependent

• After completing each dependent's information, click the "Save Changes" button.



• When all dependents have been added, click the "Finished" button at the bottom of the screen. The "Member Main Menu" will appear, ready for your next enrollment choices to be entered.



 The "Member Main Menu" will appear, ready for your next enrollment choices to be entered (FSAs or Enrollment Complete).

# **NOT Cross Referencing?**

3

4

Your employment hire date, health insurance coverage start date and signature dates will be presented for your review. After reviewing these, click the "Continue" button.

Hire Date: 08/01/2006

Coverage Date: 10/01/2006

Employee Sign Date: 08/07/2006

Coordinator Sign Date: 08/07/2006

Next, you will be asked if you wish to waive your insurance or elect insurance coverage.



#### If you choose to waive:

Continue

- Click the "Waive" button and then answer the question regarding your smoking status.
- If you are an active employee and you chose to waive, the state contribution will be deposited into a Health Reimbursement Account (HRA). There are exceptions, including but not limited to:
  - If you are already covered under a hazardous duty retiree.
  - If you are a retiree who has returned to work and you have chosen insurance coverage under the retirement system.

If you would like to elect health insurance coverage:

- Click the "Elect Coverage" button and fill in the requested information. The premium information will be displayed on the right side of the screen.
- When you are satisfied with your elections, click the "Continue" button.
- If you are not satisfied with your elections press "Back" and you will be returned to the "Member Main Menu". You may begin the enrollment process again.



• If you have elected a Couple, Parent Plus or Family level, you will need to add your new dependents. If you have already enrolled and are enrolling again within your deadline, all previously added dependents will be displayed for your verification.

Please refer to page 22 of the 2011 Benefits Selection Guide for the definition of an eligible dependent.

If your elections included dependent coverage, step 5 applies to you. If you chose a single plan, please skip this step and move to Section D, Flexible Spending Accounts.

If you had already enrolled previously during your enrollment window and added dependents at that time, you will be directed to the "Review Dependent Information" screen. From there, you may click on the "Change" button to update the dependents or click on the "Keep" button to keep all information shown and move on to the next section

### **Review Dependent Information**



- o If your dependents need to be updated and you clicked on the "Change" button, you will be directed to the "Change Dependent Information" screen. A list of your dependents will be presented on the top portion of the screen for your review.
- o To delete a dependent, click on the "Delete" link shown next to that dependent. (see below)
- To edit a dependent, click on the "Edit" link shown next to that dependent. (see below)

5

LIST OF DEPENDENTS							
Relationship	SSN	First Name	MI	Last Name	Gender	Date of Birth	
CHILD	222001101	MARY		DOE	FEMALE	5/5/1999	Delete   Edit
DISABLED DEPENDENT	222002202	JOHNNIE		DOE	MALE	9/12/2001	Delete   Edit

If you did not previously have dependents on your plan, you will be directed to the "Change Dependent Information" screen.

#### **Change Dependent Information**

 To add a dependent, click the "Add Dependent" button in the middle of the screen, then scroll down and complete the appropriate information for each dependent you wish to add.

Add Dependent

o After completing each dependent's information, click the "Save Changes" button.

Save Changes

When all dependents have been added, click the "Finished" button at the bottom of the screen. The "Member Main Menu" will appear, ready for your next enrollment choices to be entered.

#### E. Flexible Spending Accounts

STEP 2:

Click on "Flexible Spending Accounts" on the main menu. This will direct you to the "Flexible Spending Accounts (FSAs) - Participant Selection" menu.

1

Flexible Spending Accounts

	On the "Flexible Spending Account (FSAs) - Participant Selection" menu, there will be five (5) choices: Plan Holder Health Care FSA, Plan Holder Dependent Care FSA, Spouse Health Care FSA, Spouse Dependent Care FSA and FSA Elections Complete – Return to Main Menu  Flexible Spending Account (FSAs) - Participant Selection
	Plan Holder Health Care FSA
2	
	Plan Holder Dependent Care FSA  Spouse Health Care FSA
	Spouse Dependent Care FSA
	FSA Elections Complete Return to Main Menu
	For information regarding FSAs, please refer to page 25 of the 2009 Benefits Selection Guide.
	If you or your cross-referenced spouse would like to elect a Health Care FSA, click on Plan Holder Health Care FSA for your own FSA and Spouse Health Care FSA for your spouse's FSA.
	• Enter the amount you wish to contribute for the year. The minimum annual contribution amount is \$120 and the maximum is \$5000.
3	Your annual contribution: \$ 120.00
	After entering your deduction amount, click "Add FSA Election" at the bottom of the screen.
	You will be returned to the "Flexible Spending Account (FSAs) - Participant Selection"
	Menu.  If you or your cross-referenced spouse would like to elect a Dependent Care FSA, click on Plan Holder Dependent Care FSA for your own FSA and Spouse Dependent Care FSA for your spouse's FSA.
	Next, select the appropriate Tax Filing Status
	TAX FILING STATUS: OMarried, filing separately (Annual Max - \$ 2,500.00)
	Married, filing jointly (Annual max - \$ 5,000.00 )
	Osingle, head of household (Annual Max - \$5,000.00)
4	• Enter the amount you wish to contribute for the year. The maximum annual contribution amount is \$5000.
	Your Annual Contribution: \$ 4000.00
	After entering your deduction amount, click "Add FSA Election" at the bottom of the screen.
	Add FSA Election
	You will be returned to the "Flexible Spending Accounts (FSAs) - Participant Selection" Menu.

When you are finished enrolling, click on "FSA Elections Complete – Return to Main Menu". You will be returned to the "Member Main Menu".

### F. Review & Save Your Elections

	When you have completed your enrollment elections, you will need to review all of your choices and, most importantly, accept the choices as your final elections. To review and Save your elections, click the button "Click Here."				
1	STEP 3: Your Enrollment is <u>NOT</u> Complete.  Please Click Here To Review Your Elections.				
2	The "Authorization and Certification" screen will be displayed. At this point your enrollment is not complete.  Read the information at the top of the screen.  Carefully review your health insurance, HRA and FSA elections and read the disclaimer.  Either SAVE & ACCEPT ENROLLMENT or DECLINE ENROLLMENT.  Save & Accept Enrollment  Decline Enrollment  If you do not click the Save & Accept button at the top right or bottom of the page, the elections and/or updates you have just entered will be LOST.				
3	If you Decline your enrollment elections, you will be returned to the "Employee Plan Elections" to go through the enrollment process again. None of the elections that you have just made will be activated. You must enter all elections and/or updates again and click the SAVE & ACCEPT ENROLLMENT button again before they can take affect.  If you SAVE & ACCEPT your enrollment elections: You will receive a CONFIRMATION screen which contains your plan information and an ENROLLMENT CONFIRMATION NUMBER.  Confirmation  Update completed! Please keep the following information for your records:  Confirmation Number: 7D6810101939135FDA				
4	This confirmation is proof of your enrollment. PRINT IT or write it down for your records. Do not throw it away.  Print				

# G. Updates and Changes

1	You may update your Health Insurance and/or FSA elections anytime during your enrollment period. Once your enrollment period has expired, no further updates will be allowed.					
	During your enrollment period, you may update any previously made elections. However, you must RE-SAVE your enrollment elections at the end of each enrollment session. Refer to Section E, "Review & Save Your Elections" for instructions on how to Save & Accept your elections.  If you do not re-save your elections each time an update is made, your updates will be lost.					
2	During the remainder if the 2010 plan year, you may view your Health Insurance and FSA elections and update your personal information (address, phone number, etc).  O To update your personal information during the plan year, log on to "Your KEHP Online Access" at <a href="https://openenroll.ky.gov">https://openenroll.ky.gov</a> using your Employee ID and Password. Refer to Section A, "Logging In", for instructions. O Your "Employee Plan Elections" Screen will be displayed. Click on the plan year. O Your personal information will be presented for your changes. When you are finished, click on "Save & Continue" on the bottom of the screen.					